



Bill No. 24-01
Concerning: Update and Additions to the Historic
Preservation regulations in the County Code.

Introduced February 6, 2024
Revised: March 19, 2024 Draft No.
Enacted:
Effective:
Expires: May 6, 2024
Frederick County Code, Chapter 1-23
Section(s) 2-19

COUNTY COUNCIL FOR FREDERICK COUNTY, MARYLAND

By: Council Member Brad W. Young on behalf of County Executive Jessica Fitzwater

AN ACT to: amend Chapter 1-23 of the Frederick County Code (Historic Preservation) to update the text and add provisions related to: (1) delisting locally designated historic properties; (2) demolition review of non-designated historic properties; (3) archaeological resource and cemetery protections; (4) economic hardship; and (4) county-owned historic properties.

Date Council Approved: Date Transmitted to Executive:

Executive: Date Received:

Approved: Date:

Vetoed: Date:

Date returned to Council by County Executive with no action:

By amending:

Frederick County Code, Chapter 1-23 Section(s) 2-19

Other:

Boldface

Underlining

[Single boldface brackets]

Heading or defined term.

Added to existing law.

Deleted from existing law.

Existing law unaffected by bill.

1 Bill No. 24-01

2 The County Council of Frederick County, Maryland, finds it necessary and appropriate to
3 amend Chapter 1-23 of the Frederick County Code (Historic Preservation) to update the text and
4 add provisions related to: (1) delisting locally designated historic properties; (2) demolition review
5 of non-designated historic properties; (3) archaeological resource and cemetery protections; (4)
6 economic hardship; and (4) county-owned historic properties.

7 .
8 NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF
9 FREDERICK COUNTY, MARYLAND, that the Frederick County Code be, and it is hereby,
10 amended as shown on the attached Exhibit 1, and
11

12 BE IT FURTHER ENACTED THAT, §§ 1-23-8 and 1-23-11 BE IT FURTHER
13 ENACTED THAT, the following are exempt from the provisions of §§ 1-23-8 and 1-23-11,
14 subsections (A) through (I), of this Bill:
15

16 1) Applications for preliminary plans, site plans, concept plans, sketch plans, demolition
17 permits, or grading permits that were submitted to the Division of Planning and Permitting
18 (“Division”) and were accepted for review by the Division prior to the effective date of this
19 Bill; and
20

21 2) Minor plan amendments, demolition permits, or grading permits filed with the County
22 after the effective date of this Bill, which are in substantial conformance with preliminary
23 plans or site plans that were approved or conditionally approved by the Planning
24 Commission or the Division prior to the effective date of this Bill.
25

26
27
28 _____
29 Brad W. Young, President
30 County Council of Frederick County,
31 Maryland

CHAPTER 1-23: HISTORIC PRESERVATION (§§ 1-23-1 — 1-23-19 [44])

§ 1-23-1. AUTHORITY.

The county derives authority for this chapter by virtue of its conformance with provisions of the State of Maryland Enabling Act for Historic Area Zoning (Md. Code Ann., Land Use Article, Title 8, as amended).

§ 1-23-2. PURPOSE.

(A) The preservation of sites, structures, and districts of historical, cultural, archaeological, or architectural significance, together with their appurtenances and environmental settings is a public purpose in the county.

(B) It is the further purpose of this article to:

(1) Safeguard the heritage of the county by preserving sites, structures, or districts which reflect elements of the county's cultural, social, economic, political, architectural, or archaeological history;

(2) Stabilize and improve property values of such sites, structures, or districts;

(3) Foster civic beauty;

(4) Strengthen the economy of the county;

(5) Preserve and enhance quality of life;

(6) Promote the preservation and appreciation of the sites, structures, and districts for the education and welfare of the residents of the county;

(7) Develop an awareness among property owners of the value of preserving, protecting, and restoring areas of historical, cultural, archaeological, or architectural significance; and

(8) Enable the county to identify and officially designate sites, structures, and districts of historical, cultural, archaeological, or architectural importance to the county in order to make such sites, structures, and districts eligible for specific benefits that may be available from various local, state, or federal programs.

(9) Establish and maintain the Frederick County Register of Historic Places as a list of those properties that meet the county's criteria for designation and have been approved for listing in the Register by the County Council.

§ 1-23-3. DEFINITIONS.

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them.

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1 ALTERATION. Any exterior change that would affect the historic, cultural, archaeological, or
2 architectural significance of a designated site or structure, any portion of which is visible or
3 intended to be visible from a public way, including, but not limited to, construction, reconstruction,
4 moving, or demolition.

5 APPURTENANCES AND ENVIRONMENTAL SETTINGS. All that space of grounds and
6 structures thereon which surrounds a designated site, [~~preservation~~] historic district, or structure
7 and to which it relates physically or visually, and is within the designated boundary of the site,
8 [~~preservation~~] historic district, or structure. APPURTENANCES AND ENVIRONMENTAL
9 SETTINGS shall include, but not be limited to, walkways and driveways (whether paved or not),
10 trees, landscaping, pastures, croplands, waterways, open space, setbacks, parks, public spaces, and
11 rocks.

12 ARCHAEOLOGICAL DATA RECOVERY. Also known as Phase III data recovery, this involves
13 large-scale excavations designed to document the data from an archaeological resource before a
14 project proceeds and the resource is lost.

15 ARCHAEOLOGICAL EVALUATION STUDY. Also known as a Phase II survey, this study
16 requires the investigation of adequate portions of archaeological properties to evaluate the
17 significance of the resources. The investigated areas should be no larger than necessary to achieve
18 the research goals.

19 ARCHAEOLOGICAL IDENTIFICATION STUDY. Also known as a Phase I survey, the goal of
20 this study is to locate archaeological properties that may be significant in the area of potential
21 impact. This study involves development of research designs, archival and background research,
22 field survey, analysis, and reporting. An archaeological identification study involves some form
23 of sampling to permit the economical investigation of land with a high assurance that significant
24 archaeological resources have not been overlooked.

25 ARCHAEOLOGICAL RESOURCES. This resource type refers to any physical remains or
26 artifacts left behind by human activity that provide information about past cultures, civilizations,
27 and societies. These can include sites, features, artifacts, human remains, and other types of
28 material evidence that have been buried over time.

29 ARCHAEOLOGICAL RESOURCES MANAGEMENT PLAN. A plan prepared by a
30 Professional Archaeologist that is designed to manage and mitigate adverse effects on significant
31 archaeological resources within an area of potential impact and create a long-term management
32 plan for these archaeological resources.

33 AREA OF POTENTIAL IMPACT. The geographic area or areas within which a project actively
34 regulated by this chapter may directly, indirectly, or cumulatively cause changes in the character
35 or use of historic properties, if any such properties exist.

36 CEMETERY. Any land or structure, including any natural or prepared physical location, whether
37 originally located below, at, on, or above the surface of the earth, used for the interment of human

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1 remains or deposit of funerary objects. The term “cemetery” shall include the terms “graveyard,”
2 “burial site,” “burial ground,” “ossuaries,” “burial pits,” and “burying ground.”

3 CERTIFICATE OF APPROVAL [APPROPRIATENESS]. A certificate issued by the Historic
4 Preservation Commission indicating its approval of plans for construction, alteration,
5 reconstruction, moving, or demolition of an individually designated landmark, site, or structure or
6 of a site or structure within a designated [preservation] historic district.

7 CULTURAL RESOURCES. Cultural resources are any prehistoric or historic remains or
8 indicators of human activities, including artifacts, sites, structures, landscapes, and objects of
9 importance to a culture or community for scientific, traditional, religious, or other reasons.

10 DEMOLITION BY NEGLECT. Any [willful] neglect in the maintenance and repair of an
11 individually designated landmark, site, or structure, or a site or structure within a designated
12 [preservation] historic district that results in the gradual deterioration of these historic resources.
13 [that does not result from an owner’s financial inability to maintain and repair such landmark, site,
14 or structure, and which results in any of the following conditions:

15 — (1) The deterioration of the foundations, exterior walls, roofs, chimneys, doors, or windows
16 so as to create or permit a hazardous or unsafe condition to exist, as determined by the current
17 building code of Frederick County; or

18 — (2) The deterioration of the foundations, exterior walls, roofs, chimneys, doors, or windows,
19 the lack of adequate waterproofing, or the deterioration of interior features which will or could
20 result in permanent damage, injury, or loss of or loss to foundations, exterior walls, roofs,
21 chimneys, doors, or windows.]

22 ECONOMIC HARDSHIP. Extreme economic impact on an individual property owner resulting
23 from application of the provisions of this chapter.

24 DIVISION. The Frederick County Division of Planning and Permitting.

25 EXTERIOR FEATURES. The architectural style, design, and general arrangement of the exterior
26 of an historic structure, including the nature and texture of building material, and the type and style
27 of all windows, doors, light fixtures, signs, or similar items found on or related to the exterior of
28 an historic structure.

29 GOOD FAITH. Describes a level of review, the provision of information, or type of action(s) taken
30 with respect to requirements under this chapter that are characterized by honesty, objectivity,
31 timeliness, reasonableness, and lacking the intent to mislead.

32 HISTORIC INTEGRITY. The ability of a property to convey its historical associations or
33 attributes. Seven aspects or standards are used to evaluate the integrity of properties: location,
34 setting, design, materials, workmanship, feeling, and association.

35 HISTORIC PROPERTY. Historic properties are any historical, archaeological, architectural, or
36 cultural resources designated or eligible for designation by the Frederick County Historic
37 Preservation Commission as a historic resource.

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1 LANDMARK. Any ~~[designated]~~ site or structure designated by Frederick County outside the
2 boundaries of a ~~[preservation]~~ historic district that is of ~~[exceptional]~~ historic, cultural,
3 archaeological, or architectural significance.

4 ~~[PRESERVATION DISTRICT or]~~ HISTORIC DISTRICT. A significant concentration, linkage,
5 or continuity of sites, structures, or objects united historically, culturally, or aesthetically by plan
6 or physical development. A ~~[PRESERVATION DISTRICT or]~~ HISTORIC DISTRICT shall
7 include all property within its boundaries as defined and designated by the county.

8 PROFESSIONAL ARCHAEOLOGIST. An archaeologist who meets or exceeds the professional
9 qualifications in archaeology as outlined by the Secretary of the Interior's Professional
10 Qualifications Standards.

11 RECONSTRUCTION. The process of reproducing by new construction the exact form and detail
12 of a vanished structure, or part thereof, as it appeared at a specific period of time.

13 REHABILITATION. The process of making possible a compatible use for a property through
14 repair, alterations, and additions while preserving those portions or features which convey its
15 historical, cultural, or architectural values.

16 RENOVATION. See REHABILITATION.

17 RESOURCE. Any building, structure, site, or object that is part of or constitutes an historic
18 property.

19 RESTORATION. The process of accurately recovering the form and details of a property as it
20 appeared at a specific period of time by means of removal of later work and the replacement of
21 work missing from that period.

22 SITE. The location of an event of historic significance, a significant landscape, or a structure,
23 whether standing or ruined, which possesses historic, architectural, archaeological, or cultural
24 significance.

25 STRUCTURE. A combination of material to form a construction that is stable, including but not
26 limited to buildings, stadiums, reviewing stands, platforms, stagings, observation towers, radio
27 towers, water tanks and towers, trestles, bridges, piers, paving, bulkheads, wharves, sheds, coal
28 bins, shelters, fences, and display signs visible or intended to be visible from a public way. The
29 term STRUCTURE shall be construed as if followed by the words "or part thereof."

30 UNANTICIPATED DISCOVERY. A discovery made when ground disturbance uncovers
31 archaeological resources or evidence of a cemetery.

32 UNUSUAL HISTORIC VALUE. A property eligible for designation under this chapter with the
33 added requirement that the property represent an outstanding or exceptional aspect of federal, state,
34 or local history, culture, architecture or archaeology that is not otherwise represented within the
35 Frederick County Register of Historic Places, the loss of which would cause irreparable harm to
36 the public interest as stated in § 1-23-2 of this chapter.

37 **§ 1-23-4. HISTORIC PRESERVATION COMMISSION.**

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1 (A) Historic Preservation Commission. The county hereby creates a Commission to be called
2 the Frederick County Historic Preservation Commission.

3 (B) Membership.

4 (1) The Historic Preservation Commission shall consist of ~~[11]~~ 7 ~~[full]~~ members appointed
5 by the County Executive and confirmed by the County Council. ~~[Two alternate members shall also~~
6 ~~be appointed by the County Executive and confirmed by the County Council. The alternate~~
7 ~~members shall vote on matters before the Historic Preservation Commission in the absence of any~~
8 ~~full members in accordance with the Commission's rules of procedure.]~~ All members of the
9 Commission shall have a demonstrated interest in Frederick County and no more than three
10 members shall be non-residents of Frederick County. ~~[be residents and/or property owners of the~~
11 ~~County of Frederick.]~~ All members shall possess a demonstrated special interest, specific
12 knowledge, or professional or academic training in such fields as history, architecture, architectural
13 history, planning, archaeology, anthropology, curation, conservation, landscape architecture,
14 historic preservation, urban design, or related disciplines. The County Executive may consult other
15 private societies or agencies to request the names for possible members on the Commission.
16 Geographic diversity within the county shall be a goal.

17 (2) At least 2 members of the Commission shall possess professional or academic training in
18 1 or more of the above-listed fields in accordance with the minimum professional requirements of
19 the United States Department of the Interior for certifying local governments under 36 C.F.R. Part
20 61. A good-faith effort to locate and appoint such professionals will be made and documentation
21 as to how this effort was accomplished shall be retained by the county.

22 ~~[(3) Not more than 5 of the Commission members shall be selected from nominations~~
23 ~~submitted by the County Chamber of Commerce, the County Builders' Association, the County~~
24 ~~Bar Association, the County Board of Realtors, the Farm Bureau and the Pomona Grange #11.~~
25 ~~These organizations shall have the right not to submit nominations, in which case the County~~
26 ~~Executive shall select members as necessary to meet the other requirements in this section. The~~
27 ~~County Executive may consult other private societies or agencies to request the names of possible~~
28 ~~members on the Commission. Geographic diversity within the county shall be a goal.]~~

29 (C) Commission membership qualification criteria. The requirement for Commission
30 membership under the category of demonstrated special interest may be satisfied by formal
31 training in 1 or more of the fields listed in paragraph (B). The requirement for membership under
32 the category of specific knowledge may be satisfied by formal post secondary education,
33 employment or practical experience in 1 or more of the above-listed fields. The requirement for
34 Commission membership under the category of professional or academic training may be satisfied
35 by, at a minimum, 2 years' experience as a professional or a bachelor's degree in one or more of
36 the above-listed fields.

37 (D) Terms. Commission members ~~[and alternates]~~ shall be appointed for terms of 3 years ~~;~~
38 ~~except that the terms of the initial appointments shall be staggered so that 4 members shall serve~~
39 ~~terms of 3 years, 4 members shall serve terms of 2 years, and 3 members shall serve terms of 1~~

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1 year, and 1 alternate shall serve for 3 years and the second alternate shall serve for 2 years, so that
2 not more than 5 appointments shall expire in a given year. Commission members] and may be
3 reappointed. Terms shall be staggered.

4 (E) Commission officers. The Commission shall elect, from its membership, a Chairperson and
5 Vice- Chairperson. The Chairperson and Vice-Chairperson shall serve for 1 year terms and shall
6 be eligible for reelection but may not serve more than four [4] consecutive years in the same office.

7 (F) Vacancy. Any vacancy in the membership of the Commission caused by the expiration of
8 a term, resignation, death, incapacity to discharge duties, removal for cause, or any other reason,
9 shall be filled for a new term, or for the remainder of the term for which there is a vacancy, as the
10 case may be, in the same manner as provided herein for the appointment of the initial members of
11 the Commission. Any vacancy on the Commission shall be filled by the appointing authority
12 within 60 days. In the case of expiration of term, a member may continue to serve until the
13 member's successor is appointed. Unexcused absences at 3 consecutive meetings shall constitute
14 resignation by the member and shall create a vacancy.

15 (G) Removal for cause. A member may be removed by the County Executive from the
16 Commission for cause, upon written charges, and after a public hearing, by the County Executive
17 or designee.

18 (H) Compensation. Commission members shall serve with the compensation that the county
19 governing body deems appropriate, as the county governing body provides in the annual budget.

20 (I) Meetings. The Commission shall hold such regular meetings and hearings as necessary to
21 discharge its duties.

22 (J) Staff. Consistent with the county's policies and procedures, employees may be assigned to
23 the Commission, and such services and facilities shall be made available as the county deems
24 necessary or appropriate for the proper performance of its duties.

25 **§ 1-23-5. POWERS AND DUTIES.**

26 (A) As part of its powers and duties, the Historic Preservation Commission:

27 (1) Shall adopt rules for the organization and conduct of meetings;

28 (2) Shall act upon all applications for certificates of approval ~~[appropriateness]~~;

29 (3) Shall submit information regarding Frederick County historic, architectural,
30 archaeological, and cultural resources to the Maryland Historical Trust for the purposes of
31 updating and maintaining ~~[maintain and update]~~ the Maryland Inventory of Historic Properties
32 ~~[Frederick County]~~;

33 (4) Shall review all petitions for designation to the Frederick County Register of Historic
34 Places and submit recommendations to the county governing body;

35 (5) For areas which are located within a designated historic site, structure, or district, or which
36 have historic preservation easements held by the County, the Commission shall review any

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1 application for a zoning text or map amendment, conditional use, variance, site plan or subdivision
2 approval, and any legislation or other proposals, including preparation and amendment of master
3 plans, and may make recommendations thereon to the appropriate authorities;

4 (6) Shall have the right to accept and use gifts and services for the exercise of its functions
5 which are given to the county specifically for use by the Historic Preservation Commission;

6 (7) Shall adopt rehabilitation and new construction design guidelines and criteria for
7 construction, alteration, reconstruction, repair, moving and demolition of property in designated
8 districts or individually designated sites or landmarks which are consistent with the Secretary of
9 the Interior's Standards for Treatment of Historic Properties. Guidelines may include design
10 characteristics intended to meet the needs of particular types of sites, structures, and districts, and
11 may identify categories of changes that do not require review by the Commission because they are
12 minimal in nature and do not affect historic, archaeological, or architectural significance. These
13 design guidelines shall be used in the Historic Preservation Commission's review of applications
14 for certificates of approval ~~[appropriateness]~~;

15 ~~[(8) May, at the request of an owner or applicant, offer consultation with respect to changes~~
16 ~~to interior features; and]~~

17 (8) [9] Shall review and recommend for action by the county governing body the acquisition
18 of historic preservation easements on designated landmarks, structures, or sites and, when deemed
19 appropriate by the Commission, sites or structures located in, or adjacent to, a designated district,
20 consistent with the county's ordinances, resolutions, local public law, policies and procedures;[.]

21 (9) Shall review any grant programs or tax incentives that will aid historic preservation as
22 approved by the County Council or County Executive and review any applications based on those
23 programs.

24 (B) In addition, the Historic Preservation Commission shall have all the powers and authority
25 enumerated in Md. Code Ann., Land Use Article, Title 8, as presently codified and as may be
26 amended from time to time.

27 **§ 1-23-6. DESIGNATION.**

28 (A) Designation. The county governing body may designate boundaries for landmarks, sites,
29 structures, or districts of historic, cultural, archaeological, or architectural significance after a
30 public hearing thereon, consistent with adopted criteria for such designation.

31 (B) Criteria for designation. In considering any property for designation to the Frederick
32 County Register of Historic Places, the reviewing agencies, boards, or commissions shall consider
33 the following criteria.

34 (1) Historic, archaeological, and cultural significance:

35 (a) The property has significant character, interest, or value as part of the development,
36 heritage, or cultural characteristics of the county, state, or nation;

37 (b) The property is the site of an historic event;

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1 (c) The property is identified with a person or group of persons who influenced society; or
2 (d) The property exemplifies the cultural, economic, social, political, or historic heritage of
3 the county and its communities.

4 (2) Architectural and design significance:

5 (a) The property embodies the distinctive characteristics of a type, period, design style, or
6 method of construction of landscape architecture, engineering, public art, or architecture;

7 (b) The property represents the work of a master craftsman, architect, landscape architect,
8 engineer, artist, or builder;

9 (c) The property possesses significant artistic value;

10 (d) The property represents a significant and distinguishable entity whose components may
11 lack individual distinction;

12 (e) The property represents an established and familiar visual feature of the neighborhood,
13 community, or county, due to its singular physical characteristics, landscape, or historical event;
14 or

15 (f) The property is a rare example of a particular period, style, material, or construction
16 technique.

17 (C) Procedure for petitioning for designation.

18 (1) Petitions for designation or expansion shall be filed with, and on forms provided by, the
19 Frederick County ~~Department of Planning and Development Review~~ Division of Planning and
20 Permitting ~~["Division"]~~.

21 (2) The Division ~~[Department of Planning and Development Review]~~ shall refer the petition
22 to the Historic Preservation Commission to determine if the property contained in the petition
23 meets the requirements for historic designation. The Division ~~[Department of Planning and~~
24 ~~Development Review]~~ shall also notify other appropriate agencies for comment.

25 (3) A petition for a proposed individual ~~[site]~~ landmark shall be filed by, or with the written
26 consent of, the legal owner of such ~~[site]~~ landmark.

27 (4) A petition for a proposed historic district shall be filed by a legal owner or owners of
28 property within the district.

29 (5) (a) The Historic Preservation Commission, in a public meeting, shall determine if the
30 property contained in the petition meets the requirements for historic designation as set forth in
31 this section. If the requirements are so met, the Historic Preservation Commission shall
32 recommend historic designation to the county governing body. Legal property owners within a
33 proposed historic district shall be notified of the nomination by certified mailing.

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1 (b) The recommendation for an historic district shall proceed to the county governing body
2 if, within 60 days of the Historic Preservation Commission finding, concurrence is obtained from
3 both:

4 1. Owners of at least 51% of the assessed valuation of the real property located within the
5 proposed historic district; and

6 2. At least 51% of the owners of the real property located within the proposed historic
7 district.

8 (c) In determining the owner(s) of real property for purposes of this section:

9 1. Multiple owners of a single parcel are treated as 1 owner; and

10 2. A single owner of multiple parcels is treated as 1 owner.

11 (6) If a property or district within Frederick County shall be deemed by the Historic
12 Preservation Commission to possess unusual ~~[and special]~~ historic value to the citizens of
13 Frederick County, the Historic Preservation Commission may initiate a petition for historic
14 designation. In this instance, the petition shall first be sent to the Maryland State Historic
15 Preservation Officer for their ~~[his or her]~~ concurrence that said property has unusual ~~[and special]~~
16 historic value. If the Maryland State Historic Preservation Officer does concur with the Historic
17 Preservation Commission, then the petition shall proceed to the county governing body. A petition
18 for designation of an area of unusual historic value ~~[special merit]~~ shall require a favorable vote of
19 the County Council ~~[and the concurrence of the property owner(s) in the proposed area of special~~
20 ~~merit]~~ to receive historic designation.

21 (D) Limitations on filing of petitions. If the county declines to designate a property proposed
22 for designation, the identical petition for designation may not be refiled within 1 year of the final
23 decision by the county. If the county declines to expand the boundary of a previously designated
24 historic property, a petition for expansion which is identical to the rejected petition may not be
25 refiled within 1 year of the final decision by the county.

26 **§1-23-6.1 DELISTING PROPERTIES FROM HISTORIC DESIGNATION**

27 (A) In order to delist (remove) a property or a Historic District from the County Register, the
28 Historic Preservation Commission must find, and the County Council must confirm, that the
29 property or properties have ceased to meet the criteria for historic designation as set forth in 1-23-
30 6(B) because the qualities that caused the property or properties to be included in the original
31 designation have been lost or destroyed.

32 (B) In addition to the requirements of subsection (A) above, delisting of an entire historic district
33 will require approval by: (1) owners of at least the same percentage of the assessed valuation of
34 the real property located within the historic district as initially approved the designation of the
35 historic district; and (2) owners of at least the same percentage of the real property located within
36 the historic district that initially approved the designation of the historic district.

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1 (C) Delisting applications will not be considered in cases of demolition by neglect or other self-
2 created hardships.

3 **§ 1-23-7. APPLICATION FOR CERTIFICATE OF APPROVAL [APPROPRIATENESS]**
4 **AND COMMISSION REVIEW.**

5 (A) Application for certificate of approval[~~appropriateness~~]. Before the construction, alteration,
6 reconstruction, moving, or demolition is undertaken of a designated landmark, site, or structure,
7 or site or structure within a designated district, if an exterior change is involved which would affect
8 the historic, archaeological, or architectural significance of a designated landmark, site, or
9 structure, or site or structure within a designated district, the person, individual, firm, or
10 corporation proposing to make the construction or change shall file an application for a certificate
11 of approval [~~appropriateness~~] with the Commission for permission to construct, alter, reconstruct,
12 move, or demolish the landmark, site, or structure. Every application shall be referred to and
13 considered by the Commission and accepted or rejected by the Commission. An application which
14 is identical to a rejected application may not be resubmitted within a period of 1 year after the
15 rejection. No certificate of approval [~~appropriateness~~] shall be granted until the Commission has
16 acted thereon as hereinafter provided.

17 (B) Application review.

18 (1) In reviewing applications, the Commission shall give consideration to the historic,
19 archaeological, or architectural significance of the landmark, site, or structure and its relationship
20 to the historic, archaeological, or architectural significance of the surrounding area; the
21 relationship of the exterior architectural features of a landmark or structure to the remainder of the
22 landmark or structure and to the surrounding area; the general compatibility of proposed exterior
23 design, scale, proportion, arrangement, texture, and materials to the landmark, site, or structure
24 and to the surrounding area; and any other factors, including aesthetic factors which the
25 Commission deems to be pertinent.

26 (2) The Commission shall consider only exterior features of a landmark or of a structure
27 within a [~~preservation~~] historic district, and its appurtenances and environmental setting, and shall
28 not consider any interior arrangements.

29 (3) The Commission shall not disapprove an application except with respect to the several
30 factors specified in paragraph (1) above.

31 (4) The Commission shall be strict in its judgment of plans for sites or structures determined
32 by research to be of historic, archaeological, or architectural significance. The Commission shall
33 be lenient in its judgment of plans for sites or structures of little historic, archaeological, or
34 architectural significance, or of plans involving new construction, unless in the Commission's
35 judgment such plans would seriously impair the historic, archaeological, or architectural
36 significance of surrounding sites or structures. The Commission is not required to limit
37 construction, reconstruction, or alteration to the architectural style of any 1 period.

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1 ~~[(5) (a) If an application is submitted for construction, reconstruction, or alteration affecting~~
2 ~~a site or the exterior of a structure or for the moving or demolition of a structure, the preservation~~
3 ~~of which the Commission considers to be of unusual importance to Frederick County or of unusual~~
4 ~~importance to the state or the nation, the Commission shall attempt to formulate an economically~~
5 ~~feasible plan with the owner(s) of the site or structure for the preservation of the site or structure.~~
6 ~~Unless the Commission is satisfied that the proposed construction, alteration, or reconstruction~~
7 ~~will not materially impair the historic, archeological, or architectural significance of the site or~~
8 ~~structure, the Commission shall reject the application, filing a copy of its rejection with the~~
9 ~~Department of Permits and Inspections, where required.~~

10 ~~(b) 1. If an application is submitted for construction, reconstruction, or alteration, or for~~
11 ~~the moving or demolition of a site or structure that the Commission considers to be of unusual~~
12 ~~importance and no economically feasible plan can be formulated, the Commission shall have 90~~
13 ~~days, from the time it concludes that no economically feasible plan can be formulated, to negotiate~~
14 ~~with the owner and other parties in an effort to find a means of preserving the site or structure.~~

15 ~~2. In the case of a site or structure considered to be valuable for its historic, archeological,~~
16 ~~or architectural significance, the Commission shall approve the proposed construction,~~
17 ~~reconstruction, alteration, moving, or demolition despite the provisions of subsection (B)(5) of this~~
18 ~~section if:~~

19 ~~a. The site or structure is a deterrent to a major improvement program which will be of~~
20 ~~substantial benefit to the county;~~

21 ~~b. Retention of the site or structure would cause undue financial hardship to the owner;~~
22 ~~or~~

23 ~~c. Retention of the site or structure would not be in the best interests of a majority of~~
24 ~~persons in the county.]~~

25 (C) Commission decision. The ~~[Commission]~~ Division Staff shall issue a letter to the applicant
26 ~~[file with the Department of Permits and Inspections a certificate]~~ documenting its the
27 Commission's approval, modification, continuance, or rejection of each application and plans
28 submitted to the Commission for review. The Division Staff shall issue a certificate documenting
29 the Commission's approval or modification of each application and plans submitted to the
30 Commission for review. Work shall not be commenced and no building permit shall be issued on
31 any project until notification of approval of a certificate of approval ~~[appropriateness]~~ has been
32 received by the Department of Permits and Inspections ~~[from the Commission]~~. The failure of the
33 Commission to act upon a completed application within 45 days from the date the completed
34 application was filed shall be deemed to constitute automatic approval of the proposed changes
35 unless an extension of this 45 day period is agreed upon mutually by the applicant and the
36 Commission or the application has been withdrawn.

37 (D) Routine maintenance. Nothing in this chapter shall be taken or construed to prevent
38 maintenance that will have no material effect on the exterior fabric or features of a designated
39 landmark, site, structure, or district, or to prevent customary farming operations or landscaping

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that will have no material effect on the historic, archaeological, or architectural significance of a designated landmark, site, structure, or district.

(E) This section shall not apply to areas within a designated district which have been identified as advisory due to existing agricultural preservation easements.

§ 1-23-8. RELOCATION OR DEMOLITION OF NON-DESIGNATED SITES OR STRUCTURES

(A) Applicability. This section applies to:

(1) All applications for Type 1 site plans, preliminary plans, grading plans, individual zoning map amendments, floating zone reclassifications, concept plans, and sketch plans (hereinafter a “Plan” or “Plans”) that include a proposal to move or demolish all or a portion of a non-designated site or structure that is 50 years old or older, whichever Plan is submitted first.

(2) Any revised Plan that includes a proposal to move or demolish all or a portion of a non-designated site or structure that is 50 years old or older, whichever Plan is submitted first.

(3) An application (that does not involve any of Plan or Plans described in subsection (A)(1) above) submitted to the Department of Permits and Inspections for the moving or demolition of all or a portion of a non-designated site or structure that is 50 years old or older.

(B) Assessment of Significance.

(1) If a Plan or application is submitted for the moving or demolition of all or a portion of a non-designated site or structure that is 50 years old or older, the Plan or application will be forwarded to Historic Preservation staff to determine whether the site or structure has historical, cultural, architectural, or archaeological significance. A property has historical, cultural, architectural, or archaeological significance if it meets the criteria in §1-23-6(B) above. If no significance is determined, the Plan or application for moving or demolition of all or a portion of the site or structure may move forward. If the site or structure is determined to be significant, Historic Preservation staff shall forward the Plan or application to the Commission for review and recommendation.

(2) If the Commission considers the preservation of the site or structure to be of unusual historic value to Frederick County, the State, or the nation, the Commission or their designee shall attempt to formulate an economically feasible plan with the owner(s) of the site or structure, who will act in good faith, for the preservation of the site or structure.

(3) If a Plan or application is submitted for the moving or demolition of a site or structure that the Commission considers to be of unusual historic value and no economically feasible plan can be formulated, the Commission or their designee shall have 90 days,

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1 from the time it concludes that no economically feasible plan can be formulated, to
2 negotiate with the owner and other parties in good faith in an effort to find a means of
3 preserving the site or structure. If no means of preserving the site or structure is agreed
4 upon, the Plan or application shall be approved unless **a petition for designation has**
5 **been filed with the Division in accordance with §1-23-6(C) [[§1-23-6 (6) applies]].**
6 If **the County Council votes favorably and the property is designated to the**
7 **Frederick County Register of Historic Places [[§1-23-6 (6) applies. If §1-23-6 (6)**
8 **applies]],** the Plan or application shall be reviewed under §1-23-7.

9 (C) *Special Merit Exception.* Even if a non-designated site or structure that is 50 years old or
10 older is considered to be valuable for its historic, cultural, archaeological, or architectural
11 significance, the Commission may approve a Plan or application that proposes moving or
12 demolition of the site or structure if:

13 (1) the site or structure is a deterrent to a major improvement program that will be of
14 substantial benefit to the local jurisdiction; or

15 (2) the retention of the site or structure would:

16 (a) cause undue financial hardship to the owner; or

17 (b) not be in the best interests of a majority of persons in the community.

18 **§ 1-23-9. ECONOMIC HARDSHIP**

19 Any owner seeking an exemption from the operation of the provisions of this chapter due to
20 economic hardship has the burden of proof to show by clear and convincing evidence that the
21 owner does not have the financial ability to comply with the requirements of this chapter. In
22 making its determination, the Historic Preservation Commission shall consider a justification
23 statement and any additional evidence submitted by the owner **and shall give due consideration**
24 **to whether the property was designated on the County's initiative, under the procedure**
25 **defined in § 1-23-6 (C)(6). [[A finding of economic hardship shall not be made in cases of**
26 **intentional owner neglect or other self-created financial hardship or undercapitalization.]]**

27 (A) The purpose of this section is to prevent the gradual deterioration of designated historic
28 resources on the Frederick County Register of Historic Places due to a failure to provide normal
29 and customary maintenance such that the unique attributes and character of the historic resource
30 or district might be lost due to decay, deterioration, or structural defects.

31 (B) The property owner of an individually designated landmark, site, or structure, or of a site
32 or structure within a designated historic district shall not permit such landmark, site, or structure
33 to fall into a state of disrepair which may result in the deterioration of any exterior appurtenance
34 or architectural feature so as to produce or tend to produce, in the judgment of the Commission, a
35 detrimental effect upon the character of the district as a whole or the life and character of the
36 landmark, site, or structure in question, including:

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- 1 (1) Deterioration of exterior walls, foundations, or other vertical support that causes
2 leaning, sagging, splitting, listing, or buckling;
3
4 (2) Deterioration of flooring or floor supports, roofs, or other horizontal members that
5 cause leaning, sagging, splitting, listing, or buckling;
6
7 (3) Deterioration of external chimneys that causes leaning, sagging, splitting, listing, or
8 buckling;
9
10 (4) Deterioration or crumbling of exterior plasters or mortars;
11
12 (5) Ineffective waterproofing of exterior walls, roofs, and foundations, including broken
13 windows or doors;
14
15 (6) Defective protection or lack of weather protection for exterior wall and roof coverings,
16 including lack of paint, or weathering due to lack of paint or other protective covering;
17
18 (7) Deterioration of exterior stairs, porches, handrails, window and door frames, cornices,
19 entablatures, wall facings, and architectural details that causes delamination,
20 instability, loss of shape and form, or crumbling;
21
22 (8) Deterioration of landscape features relevant to the historic integrity of the structure or
23 site, including but not limited to: fences, gates, and accessory structures.

24 [(A)] (C) In the event of demolition by neglect, the Commission may request the Director of the
25 Department of Permits and Inspections or their designee to notify, in writing, the property owner
26 of record as reflected on the tax rolls of Frederick County, and the occupant or other person
27 responsible for the maintenance of the property, of the deterioration. The notice shall specify the
28 minimum items of repair or maintenance necessary to correct the deterioration or prevent further
29 deterioration.

30 [(B)](D) Prior to the issuance of a written notice, the Commission may request that Division Staff
31 ~~[the Department of Permits and Inspections]~~ establish a record of demolition by neglect. Such a
32 record may include dated materials such as photographs and written reports of the condition of the
33 property so as to record or measure the deterioration.

34 [(E)] (E) The notice shall provide that corrective action shall commence within 30 days of the
35 receipt of said notice and be completed within a reasonable time thereafter. The notice shall state
36 that the owner of record of the property, or any person of record with any right, title, or interest
37 therein, may, within 10 days after the receipt of the notice, request a hearing on the necessity of
38 the items and conditions contained in the notice. In the event a public hearing is requested, it shall
39 be held by the Commission upon 30 days' written notice being mailed to all persons of record with
40 any right, title, or interest in the property and to all citizens and organizations which the

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1 ~~[Commission]~~ Director of the Department of Permits and Inspections or their designee determines
2 may have an interest in the proceedings.

3 ~~[(D)]~~ (1) If, after the public hearing, the Commission determines that the corrective actions
4 remain necessary, the Commission may request the Director of the Department of Permits
5 and Inspections to issue a final notice ~~[corrective action]~~ to comply with the corrective
6 action notice within 30 days of the date of the Commission's determination.

7 ~~[(E)]~~ (2) Upon failure, neglect, or refusal of the property owner or other responsible
8 person, duly notified, to take the corrective action specified in the corrective action notice
9 within the time required, the Commission may request that the Director of the Department
10 of Permits and Inspections or their designee enter the building or premises affected by the
11 order and cause the building or premises to be repaired, or cause any dangerous condition
12 to be remedied, as the case may be, at the expense of the owner ~~[institute any of the~~
13 ~~remedies and penalties provided by law for such violations]~~.

14 (3) If the property owner fails to repay the County for expenses incurred under subsection
15 (D)(2) above within thirty (30) days after written demand has been mailed to their last
16 known address, the Director of Permits and Inspections shall notify the County Treasurer
17 and a tax lien in favor of the County for the amount of the expenses incurred under
18 subsection (D)(2) shall attach to the property. The property may be sold at tax sale to satisfy
19 the lien.

20 (4) Failure to comply with the original or final correction notice shall constitute a violation
21 of this chapter for each day that such violation continues and shall be punishable as set
22 forth in § 1-23-16 of the Frederick County Code.

23 **§ 1-23-11. ARCHAEOLOGICAL PROTECTION**

24 (A) *Archaeological Resources.* The purpose of this section is to identify, evaluate, and protect
25 archaeological resources in Frederick County, which are defined in §1-23-3 above. Archaeological
26 resources are non-renewable resources that tangibly connect the County's history across hundreds
27 and thousands of years.

28 (B) *Applicability.* This section applies to:

29 (1) All applications for Type 1 site plans, preliminary plans, individual zoning map
30 amendments, and floating zone reclassifications (hereinafter a "Plan" or "Plans") that are
31 submitted to the Division or to the Planning Commission for consideration. Compliance
32 with this section is recommended for concept plans and sketch plans.

33 (2) For Type 1 site plans, preliminary plans, floating zone reclassifications, and individual
34 zoning map amendments, compliance with this section must be completed prior to a Plan
35 being scheduled for Planning Commission review.

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1 (3) Any revised Plan that extends the limits of disturbance of the original Plan may also be
2 subject to this section. Applicants should contact the Division to determine if the revisions
3 constitute a need for additional archaeological review.

4 (4) This review process cannot be completed in lieu of any state or federal review process
5 that a project may be subject to.

6 (C) Administration. This section shall be administered by the Division, which may adopt
7 reasonable procedures for its administration, consistent with applicable law. All reviews will be
8 conducted by a Professional Archaeologist working for the Division and whose professional
9 qualifications meet or exceed those established by the Secretary of the Interior.

10 (1) All archaeological work must be designed and completed by a Professional
11 Archaeologist in accordance with the *Standards & Guidelines for Archaeological*
12 *Investigations in Maryland*. Failure to submit the required materials for archaeological
13 review may cause delays in the plan review process.

14 (D) Archaeological significance. The significance of archaeological resources identified
15 within the area of potential impact will be evaluated by a Professional Archaeologist working for
16 the Division, applying the National Register of Historic Places Criteria for Evaluation (Criteria).
17 The archaeological resources will be considered significant if they possess one or more of the
18 qualities of significance as defined by the Criteria, can be associated with a historic context, and
19 retains historic integrity.

20 The National Register of Historic Places Criteria for Evaluation state that the quality of
21 significance in American history, architecture, archaeology, and culture is present in districts, sites,
22 buildings, structures, and objects that possess integrity of location, design, setting, materials,
23 workmanship, feeling, and association, and:

24 (1) Criteria A: That are associated with events that have made a significant contribution to
25 the broad patterns of our history; or

26 (2) Criteria B: That are associated with the lives of persons significant in our past;
27 or

28 (3) Criteria C: That embody the distinctive characteristics of a type, period, or method of
29 construction or that represent the work of a master, or that possess high artistic values, or
30 that represent a significant and distinguishable entity whose components may lack
31 individual distinction; or

32 (4) Criteria D: That have yielded, or may be likely to yield, information important in
33 prehistory or history.

34 (E) Assessment of Archaeological Potential. Prior to the submission of any applicable Plans to
35 the Division, applicants must participate in a scoping meeting with the Division's Professional
36 Archaeologist to discuss the archaeological potential of the property and the scope of any potential
37 archaeological studies.

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1 (1) At least 45 days prior to the scoping meeting, the applicant must submit a request for
2 an assessment of archaeological potential for the proposed project. This request includes,
3 but is not limited to, full and accurate information about all ground disturbing activities
4 proposed at the site, existing conditions survey, a contour map of the project area,
5 photographs of the site, and any known historic resources on the site.

6 (2) Following the submission of the above information by the applicant, the Division will
7 research and perform on-site inspection to create an assessment of the archaeological
8 potential of the proposed project area, which will be presented to the applicant at the
9 scoping meeting. The applicant will coordinate with the Division's Professional
10 Archaeologist for site visits as needed. No archaeological identification study should be
11 started prior to the review of the archaeological potential of the proposed project area by
12 the Division's Professional Archaeologist.

13 (3) Exemptions may be made at the discretion of the Division's Professional Archaeologist
14 if the area of potential impact is less than 5,000 square feet, if the area has significant
15 existing disturbance that has already destroyed potential archaeological sites, or if a
16 previously conducted survey unrelated to the Plan being applied for has concluded that
17 archaeological resources are non-existent.

18 (F) *Archaeological Studies.* Following the archaeological assessment scoping meeting, if the
19 applicant was not granted an exemption, the applicant must:

20 (1) Undertake an archaeological identification study (Phase I) and an archaeological
21 evaluation study (Phase II), as determined in the scoping meeting, by a Professional
22 Archaeologist for the area determined in the scoping meeting to identify and evaluate intact
23 archaeological resources in accordance with standards outlined in the most current edition
24 of the *Standards and Guidelines for Archeological Investigations in Maryland*. A copy of
25 the archaeological identification and evaluation report and completed or updated Maryland
26 Inventory of Historic Properties (Archaeology) forms must be submitted to the Division
27 for review and comment.

28 (2) The Division shall have 30 days to comment on the materials submitted by the
29 applicant. After the Division's comments have been addressed by the applicant and their
30 Professional Archaeologist, a final copy of the archaeological identification or evaluation
31 report and a copy of the Maryland Inventory of Historic Properties (Archaeology) forms
32 must be submitted to the Division. A copy of the report and forms shall be forwarded by
33 the Division to the Maryland Historical Trust. A redacted copy of the archaeological
34 identification or evaluation report must be submitted to the Division.

35 (a) If no archaeological resources are identified as the result of the
36 archaeological identification and evaluation studies, a summary letter of
37 negative findings must be submitted to the Division by the applicant's
38 Professional Archaeologist.

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1 (b) If archaeological testing identifies archaeological resources, but determines that
2 they are not significant, in accordance with subsection (D) above, then the
3 archaeological identification and evaluation report must be submitted to the
4 Division. The Division will have 30 days to confirm that the identified resources
5 are not significant, in accordance with subsection (D) above.

6 (c) If archaeological testing identifies significant archaeological resources in
7 accordance with subsection (D) above, an archaeological resource management
8 plan must be submitted to the Division. The Division will render a determination
9 in writing regarding the acceptability of the proposed archaeological resource
10 management plan within 30 days after receipt of the studies and management plan,
11 unless written consent to extend such period is given by the applicant. The applicant
12 maintains the right to amend their application to avoid areas of high archaeological
13 potential or known archaeological resources.

14 (3) The County will treat archaeological resource locations and reports with
15 discretion.

16 (G) Archaeological identification and evaluation report and resource management plan.

17 (1) When required under the provisions of this section, the applicant must submit, as part
18 of the Plan application an archaeological identification report, an evaluation study, and
19 archaeological resource management plan, as necessary, prepared by a Professional
20 Archaeologist. All archaeological investigations, reports, and plans will conform with the
21 most current edition of the *Standards and Guidelines for Archaeological Investigations in*
22 *Maryland.*

23 (2) An archaeological identification and evaluation report must include a detailed
24 evaluation of the archaeological significance of the archaeological resources on the
25 property, specifically addressing the proposed disturbance within the Plan area, including
26 a detailed assessment of the information potential of identified resources according to the
27 criteria outlined in subsection (D) above.

28 (3) An archaeological resource management plan must include reasonable measures for the
29 preservation or mitigation of adverse effects on significant archaeological resources within
30 the Plan's area of proposed disturbance, including but not limited to additional
31 archaeological testing, archaeological data recovery (Phase III), site construction
32 monitoring, archaeological resource avoidance, field recording, photography, laboratory
33 analysis, conservation of organic and metal artifacts, curation of the collection (e.g.,
34 artifacts, notes, photographs), public interpretation, and the preparation of reports.

35 (4) The archaeological resource management plan must provide reasonable measures for
36 further archaeological study, stabilization, conservation, curation of recovered artifacts by
37 an appropriate public or private curation facility or museum, and in situ preservation of
38 archaeological resources found within the site plan area, as required by the Planning
39 Commission.

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1 (H) Review of archaeological evaluation report and resource management plan. The
2 archaeological identification and evaluation studies and archaeological resource management plan
3 must be reviewed and approved, disapproved, or approved with modifications or conditions, as
4 part of the applicable plan review process.

5 (1) This review will be completed and summarized in writing by the Division's
6 Professional Archaeologist. In the case of a substantive disagreement between the County
7 and the applicant regarding the findings, the County can request a review by and
8 consultation with the Maryland Historical Trust. The findings by the Maryland Historical
9 Trust will be nonbinding.

10 (I) Appeal. An applicant has 30 days from the date of the Division's final determination to file
11 an appeal for a hearing with the Division Director. The Division Director will use best efforts to
12 hold the hearing within 30 days of the appeal request. If an applicant is still aggrieved by the
13 Division Director's decision, they may appeal to the Circuit Court, pursuant to Maryland Rules
14 Title 7, Chapter 200.

15 (J) Unanticipated Discoveries. If the applicant or the applicant's employees or assignees
16 uncover unanticipated discoveries during soil disturbance, work in the immediate vicinity must
17 cease immediately and the Division must be notified. Construction activities in the vicinity must
18 not resume until such time that all relevant parties have agreed upon a course of action. If any
19 human remains, funerary objects, or other features or artifacts associated with a cemetery are
20 uncovered, refer to the procedure in §1-23-12 (F).

21 **§ 1-23-12. CEMETERIES**

22 (A) Preamble. Burial sites, human remains, and funerary objects are significant cultural
23 resources and should be treated with dignity and respect in all circumstances. Disturbing or
24 disinterring burial sites, human remains, or funerary objects, when not requested by descendants,
25 associated indigenous people, or required by applicable law or regulation, should not be pursued
26 unless there are no other alternatives available, and only after consultation with descendants or
27 other legally authorized individuals or groups and fully considered avoidance of impact and
28 preservation in place. The burial sites, human remains, and funerary objects of certain groups of
29 people, including but not limited to indigenous people and enslaved persons and their descendants,
30 have a higher probability of being unmarked and undocumented and are thus more likely to be
31 affected by development activity.

32 (B) Applicability. This section applies to all preliminary plans, site plans, plats, concept plans,
33 sketch plans, and grading permits for properties that have a cemetery on the site.

34 (C) Cemetery identification. The location and boundary of an onsite cemetery must be
35 determined by one of the following methods, in consultation with the Division:

36 (1) a survey using professionally acceptable methods and techniques performed by a
37 professional, including archival research, professional archaeology, geophysical survey
38 methods, and/or other nondestructive approved techniques; or

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1 (2) observations in the field including visible gravestones or markers, a pattern of
2 depressions indicative of graves, or associated fence boundaries; or

3 (3) reference to a modern map or plat or evidence found on historic maps or documents.

4 (D) Preservation. A property owner/developer must preserve an onsite cemetery by meeting
5 the following requirements:

6 (1) grading, construction, or subsurface disturbance within 25 feet of the known cemetery
7 boundary is prohibited; however, if a developer professionally surveys the cemetery as
8 described in subsection (C)(1) above, the boundary of no disturbance may be decreased to
9 15 feet from the surveyed cemetery boundary;

10 (2) appropriate measures must be taken to protect the cemetery during construction, such
11 as a field-delineated limit of disturbance zone, orange blaze safety fencing, or other
12 appropriate physical markings;

13 (E) Reinterment. If a property owner/developer disinters and reinters human remains at a
14 burial site or sites, they must follow reinterment law outlined in the Criminal Law Article of the
15 Maryland Code, specifically, Title 10: Crimes Against Public Health, Conduct, and Sensibilities,
16 Subtitle 4: Crimes Relating to Human Remains, §10-402 (d-f) and, if applicable, consult with the
17 Maryland Historical Trust as outlined in Real Property article of Maryland Code §14-121.1. Proper
18 treatment of burial site in existence for more than 50 years.

19 (F) Discovery. If any person discovers the existence of previously unknown human remains,
20 grave markers, funerary objects, or other evidence of a cemetery which reasonably indicates the
21 presence of a cemetery in the course of grading, construction, or work of any kind, that person
22 must stop work immediately in the discovery area and must give notice of the discovery within 24
23 hours to the State's Attorney, the Division and, if applicable, consult with the Maryland Historical
24 Trust as outlined in Real Property Article of Maryland Code §14-121.1. Proper treatment of burial
25 site in existence for more than 50 years. All permits issued relating to the discovery area will be
26 suspended and the property owner/developer must stop all work in the discovery area until a
27 determination is made pursuant to subsection (C) above. If reasonably identifiable, the property
28 owner will notify the nearest descendent of the discovery.

29 (1) Determination. The Division will determine, in consultation with the State's Attorney
30 Office, if the discovery area is a cemetery. In making this determination, the Division may
31 require the property owner to comply with the cemetery identification portions of
32 subsection (C) above. If the Division determines that the area is not a cemetery, the stop-
33 work order will be lifted, and the suspended permits released by the Division.

34 (2) Cemetery protection. If it is determined that the discovery area is a cemetery, the
35 property owner must comply with the requirements of cemetery preservation listed in
36 subsection (C) of this section and any requirements from the State's Attorney Office.

37 (G) Subdivision and Site Development Plan Review

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1 (1) Inventory of Cemetery Elements and Cemetery Narrative Descriptions. An inventory
2 of existing cemetery elements (such as walls, gates, landscape features, and grave markers,
3 including a record of their inscriptions) and their condition must be submitted as part of
4 any preliminary plan or site development plan application. All plan submissions are
5 required to provide a narrative description and map identifying the location of cemeteries
6 and known historic and archaeological resources on the site.

7 (2) Establish a Permanent Fence. When a proposed preliminary plan or site plan includes
8 a known cemetery within the site, the applicant must provide and maintain an appropriate
9 fence or wall constructed of stone, brick, metal, or wood to delineate the cemetery
10 boundaries. The design of the proposed enclosure and a construction schedule must be
11 approved by the Planning Commission, or its designee, prior to the issuance of any permit.
12 The Division may waive this requirement on a case-by-case basis.

13 (3) Right of Way. A 15-foot right-of-way from the nearest public or private road will be
14 required to maintain family or person of interest access to the cemetery.

15 (4) Non-buildable and Open Space Lots. Property owners or developers must
16 accommodate the cemetery within a major subdivision by: i) placing the cemetery in a non-
17 buildable lot with a cemetery designation; ii) dedicating the cemetery to a homeowner's
18 association or a preservation, conservation, or religious organization; iii) providing that the
19 cemetery remains as a cemetery in perpetuity; and iv) providing individuals related by
20 blood or marriage or a person of interest access to the cemetery. Any land placed in a non-
21 buildable cemetery lot designation pursuant to this section may be counted towards open
22 space requirements. Alternatively, a property owner or developer may transfer the
23 cemetery to the private ownership and care of a family member or descendant group.

24 (H) Grading permit review. All grading permit submissions are required to provide a narrative
25 description and map identifying the location of known cemeteries, the distance from the grading
26 activity to the known cemetery boundary, and known historic and archaeological resources on the
27 site.

28 (I) Plat review. All submitted plats must include the known boundaries of all known cemeteries
29 within the plat.

30 **§ 1-23-13. COUNTY-OWNED HISTORIC PROPERTIES.**

31 Division Historic Preservation staff will be consulted for any alteration to a County-owned
32 property that is designated as historic or eligible for historic designation, per §1-23-6, to determine
33 if the proposed alteration would affect that property's historic integrity.

34 **§ 1-23-14 [9]. MARYLAND HISTORICAL TRUST.**

35 The Commission may designate the Maryland Historical Trust to make an analysis of and report
36 recommending the preservation of sites, structures, or districts of historic, archaeological,
37 architectural, or cultural significance within the county. The report may include proposed

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boundaries of sites, structures, or districts, as well as recommendations for the identification and designation of particular sites, structures, or districts to be preserved.

§ 1-23-15 [40]. APPEALS.

In the event that any party is aggrieved by a decision of the Commission or the county, the party has the right of appeal to the Circuit Court in accordance with the Maryland Rules of Procedure 7-201 and following and in accordance with the provisions of Md. Code Ann., Land Use Article.

§ 1-23-16 [44]. VIOLATIONS.

(A) A violation of this chapter shall be subject to enforcement by the Division Director or their designee (“Enforcement Official”), pursuant to §1-1-9 of the Code.

(B) The Enforcement Official is not required to issue a warning notice.

(C) A first offense shall be deemed a Class C civil offense. Each subsequent offense by the same individual or property owner(s) shall be cited at the next highest Class of offense.

(D) The Enforcement Official may, in consultation with the County Attorney, seek additional legal remedies as appropriate under the circumstances.

~~[(A) Any person, firm, or corporation, or agent of such, who violates a provision of this chapter by willfully performing or allowing to be performed any construction, alteration, moving, demolition (including demolition by neglect) or repair of any structure within a historic district without first obtaining a certificate of appropriateness (as required), failing to comply with any final notice issued pursuant to this subtitle, or disobeying or disregarding a decision of the Historic Preservation Commission, may be liable for a civil monetary fine of \$100, and each days’ violation of the provision hereof shall constitute a separate offense.~~

~~—(B) In addition to other remedies and penalties, where there is any violation of this chapter, the Department of Permits and Inspections, the Historic Preservation Commission, and the Zoning Administrator shall institute appropriate action, where applicable, to prevent, enjoin, abate or remove such violations.]~~

§ 1-23-17 [42]. CHANGES AND AMENDMENTS.

(A) The Historic Preservation Commission will review this chapter every 5 years to ensure that its provisions meet the current needs of Frederick County. If the Commission determines that changes need to be made, they will be submitted to the County Executive for a decision as to whether to send the proposed changes to the County Council.

~~[In addition, this chapter may from time to time be amended, supplemented, changed, modified, or repealed by the county governing body. Any person or officer, department, board, commission or bureau of the county may petition for such change or amendment; however, no such change or amendment shall become effective until after a public hearing in relation thereto, at which parties in interest and citizens shall have an opportunity to be heard. At least 14 days notice of the time~~

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1 and place of such hearing shall be heard. At least 14 days notice of the time and place of such
2 hearing shall be published in a newspaper of general circulation in the county.]

3 (B) The County Council [~~county governing body~~] shall, prior to any public hearing, refer all
4 proposed changes and amendments to this chapter to the Historic Preservation Commission for
5 review [~~report~~] and recommendations, except if §1-23-17(A) applies.

6 **§ 1-23-18 [~~13~~]. SEVERABILITY.**

7 If any provision of this chapter or the application thereof to any person or circumstances is held
8 invalid for any reason, such invalidity shall not affect the other provisions or any other application
9 of this chapter [~~article~~] which can be given effect without the invalid provision or application, and
10 to this end, all the provisions of this chapter are hereby declared to be severable.

11 **§ 1-23-19 [~~14~~]. APPLICABILITY.**

12 The provisions of this chapter shall apply to all unincorporated lands within the territorial limits
13 of the county.

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